



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52354

---

**POSITION TITLE:** SECRETARY **JG: 14**

**LOCATION:** Committee on Character & Fitness  
335 Adams St., Suite 2404  
Brooklyn, NY 11201

**BASE SALARY:** \$48,943 + LOCATION PAY \$4,635

**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of general or legal secretarial experience; **or** satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience; **or** an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Secretaries provide personal and confidential secretarial services and perform other related duties for the following non-judicial administrators; Chief Clerks VII, Chief Clerks VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

**ASSIGNMENT:** The Committees on Character and Fitness process approximately 3,000 applications for admission annually to the New York State Bar. The individual selected will interact with applicants seeking admission to practice law, the attorney members of the Committees and other staff. The secretary must be proficient in the use of a computer, including WordPerfect, Excel, and email. Responsibilities will include, but are not limited to, word processing, typing, preparation of legal documents, screening applications for compliance with admission requirements, keyboarding, record-keeping in a computer database, filing, photocopying, answering telephones and/or other clerical support as necessary. Excellent typing skills and experience dealing with a high volume of telephone and email inquiries is preferred, as well as familiarity with office machinery. Excellent organizational and proofreading skills, and the ability to follow and implement supervisor directives, is also required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Human Resources Department

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

---

**POSTING DATE:** July 12, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 9, 2023

---

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

---